United Nations ST/IC/2014/23

Secretariat

9 September 2014

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the sixty-ninth session of the General Assembly**

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the sixty-ninth session of the General Assembly. **Please note that the specific information concerning the security arrangements for the special session of the General Assembly on the follow-up to the Programme of Action of the International Conference on Population and Development, to be held on 22 September 2014; the high-level meeting of the General Assembly to be known as the World Conference on Indigenous Peoples, to be held on 22 and 23 September; the Secretary-General's summit on climate change, to be held on 23 September; the general debate of the sixty-ninth session, to be held from 24 to 30 September; and the treaty events ending on 1 October 2014, will be released in a separate information circular.**

Admission to Headquarters buildings

2. Staff members, affiliates and accredited media representatives will be admitted to the United Nations Headquarters premises only upon the presentation of a valid United Nations grounds pass or laissez-passer.

3. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of the United Nations grounds pass because of the access allowed to its bearer.

4. All authorized pass holders are reminded that their United Nations-issued grounds pass is solely for the use of the bearer to whom it has been issued and that it cannot be transferred or given to any other person to use. Any United Nations grounds pass found to have been used in any manner other than that for which it was intended will be confiscated by Security. Staff members, members of delegations and other persons who are entitled to gain access to the premises will be admitted to

* Expiration date of the present information circular: 15 September 2015.

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Headquarters only upon the presentation of a valid United Nations grounds pass or laissez-passer. All persons holding such cards are reminded that, in accordance with Secretary-General's bulletin ST/SGB/259 of 2 July 1993, they must wear their grounds passes at all times in a visible manner while on the premises.

5. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on First Avenue at 45th Street (First Avenue entrance), upon the presentation of an application signed by an authorized person from the staff member's executive office/administrative unit. Staff members who arrive without their grounds passes will be directed to the information and reception desk, which will be temporarily located in the lobby of the UNITAR Building, to obtain a day pass upon the verification of the staff member's identity. The entrance of the UNITAR Building is located on 45th Street between First and Second Avenues. The hours of operation of the information and reception desk are from 9 a.m. to 5.30 p.m.

Access at the 42nd, 46th and 47th Street entrances during the general debate and the treaty events (24 September-1 October)

6. During the general debate, members of delegations, staff members, including those bearing only the United Nations laissez-passer, and resident correspondents using the main cafeteria, the Library Building or the Secretariat Building will continue to have access through the entrance on First Avenue at 42nd Street.

7. Owing to the heightened security arrangements in effect, the entrance and screening area at 46th Street will be used by interns, affiliates and representatives of non-governmental organizations with secondary special event passes issued by the sponsor of the event or the non-governmental organization liaison office.

8. Delegates below the level of permanent representative with or without Protocol passes will use the crossing at First Avenue and 46th Street to gain access to the Headquarters premises at the 46th Street entrance, and will pass through screening before they gain access to the General Assembly Hall. Participants with special event passes are also required to use the 46th Street entrance and pass through screening before being allowed access to the Headquarters premises.

9. Members of the media, including resident correspondents with equipment, will be required to use the 47th Street entrance, where they will be required to pass through screening.

10. Prior arrangements will have to be made by members of the media and affiliates in order to have access to the premises after regular working hours through the standard procedure of notifying the Security Operations Centre at extension 3-6666.

11. Please be aware that all large packages brought onto the premises at all entry points will be subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages onto the premises.

12. Bicycles and portable personal carriers are not permitted on the premises. Temporary bicycle racks will be made available outside the secured perimeter.

Closure of First Avenue and pedestrian crossing points

13. It is anticipated that from Monday, 22 September, to Saturday, 27 September, the area in front of the United Nations along First Avenue from 42nd Street to 48th Street will be closed to all vehicular traffic except escorted motorcades. Delegates and staff members may cross First Avenue at 42nd, 46th or 49th Street upon the presentation of their United Nations grounds passes. In addition, staff members, delegates and other individuals with authorized access to the Headquarters premises who have business in the Secretariat Building and are not part of the general debate will need to use the 42nd Street entrance.

14. The pedestrian crossing points on First Avenue will be closed for brief periods throughout the day owing to the arrival and departure of motorcades. During such intermittent closings, pedestrian traffic will be suspended until the motorcade enters or departs from the Headquarters premises. All are kindly reminded to allow for extra time when walking to the Headquarters premises.

Access to restricted areas

15. In accordance with established procedures, the General Assembly Hall and surrounding areas are reserved for members of delegations and United Nations staff members conducting official business in those areas. In all cases, valid United Nations grounds passes will be required. Representatives of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured upon the verification of a valid United Nations grounds pass and an appropriate special event pass for the meeting.

16. Access to the General Assembly area will be permitted only upon the presentation of the appropriate secondary pass or a special event pass indicating the General Assembly area, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit to executive offices/administrative units in accordance with the agreed arrangements. Grounds passes and secondary passes are subject to verification by security officers and must be worn prominently on the outer clothing of the bearer at all times.

Access for members of the media

17. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building or the Conference Building must use the media entrance on First Avenue at 47th Street and present a valid United Nations grounds pass in order to gain access to the premises. Resident correspondents without equipment may wish to use the entrance on First Avenue at 42nd Street or the pedestrian entrance on First Avenue at 46th Street, with their United Nations-issued grounds passes.

18. Please note that members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when gaining access to the Conference and General Assembly Buildings.

Admission of non-United Nations persons after the general debate period

19. Visitors and guests are not allowed to enter the United Nations Headquarters premises during the period of the general debate, but will be welcome back on

2 October. Upon entry, an information assistant will verify all appointments by contacting the respective staff member, who is required to meet his or her parties and sign them in. Furthermore, staff members must escort their visitors and guests at all times while they are on the United Nations premises. Visitors and guests, including children over the age of 17, will be required to submit a personal identification card bearing a photograph to the security officer stationed at the information and reception desk. In order to avoid any inconvenience, visitors and guests should be informed in advance that photo identification will be required.

20. While bicycles are prohibited on the premises during the high-level events, they will be allowed as from 2 October and will be subject to security screening prior to entering the premises.

Traffic in the Secretariat Circle and through the 43rd Street gate

21. The very limited operating space of the Secretariat Circle and delegates roadway areas requires strict controls in respect of access to these areas in order to facilitate safety and to avoid undue obstructions and delays of delegation vehicles and other high-level government officials and motorcades. Vehicular access to the premises through the gate on First Avenue at 43rd Street will continue to be restricted to:

(a) Mission vehicles conveying permanent representatives, deputy permanent representatives or heads of delegation for observers to the United Nations and VIPs from national Governments accredited by Protocol;

(b) Mission vehicles conveying visiting senior officials of national Governments that have made arrangements with the Security Events Planning Unit of the Security and Safety Service;

(c) Host country law enforcement escorted motorcades;

(d) Other special category vehicles authorized by the Security and Safety Service.

22. Depending on meeting schedules and traffic patterns during the high-level meetings to be held from 22 to 26 September 2014, vehicles may periodically be restricted from entering the Secretariat Circle from the garage to exit the premises via the 45th or 43rd Street gate. The regular traffic pattern permitting authorized vehicles to exit the Secretariat Circle through the 45th Street gate from 9 a.m. until 7 p.m. on weekdays will resume on Monday, 29 September 2014.

Parking

23. Parking for staff members in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart the vehicle at the appropriate checkpoint before the vehicle enters the premises.

24. All vehicles entering the garage are subject to search. It would therefore be appreciated if staff members were to limit the quantity of items carried in their vehicles in order to facilitate and expedite the security clearance process.

Pass and Identification Unit — UNITAR Building

25. In preparation for the sixty-ninth session of the General Assembly, the Pass and Identification Unit, located in room U-100 on the ground floor of the UNITAR Building, at the corner of First Avenue and 45th Street, will be open to staff members and members of delegations. Representatives of non-governmental organizations requesting annual passes will also be assisted there. Temporary non-governmental organization passes will not be issued from 15 September 2014 until the end of the general debate. Members of the media will be assisted with accreditation in the North Lawn Building after passing through the screening located at the 47th Street entrance.

26. The days and hours of operation of the Pass and Identification Unit are normally Monday to Friday from 9 a.m. to 4.30 p.m. During the period of the high-level meetings of the General Assembly and the general debate, however, additional days and hours of operation will be as follows:

Date	*Hours of operation*
Saturday, 13 September	9 a.m. to 5 p.m.
Sunday, 14 September	9 a.m. to 5 p.m.
Monday, 15 September	9 a.m. to 6 p.m.
Tuesday, 16 September	9 a.m. to 6 p.m.
Wednesday, 17 September	9 a.m. to 6 p.m.
Thursday, 18 September	9 a.m. to 6 p.m.
Friday, 19 September	9 a.m. to 6 p.m.
Saturday, 20 September	10 a.m. to 6 p.m.
Sunday, 21 September	10 a.m. to 6 p.m.
Monday, 22 September	8 a.m. to 6 p.m.
Tuesday, 23 September	8 a.m. to 6 p.m.
Wednesday, 24 September	8 a.m. to 6 p.m.
Thursday, 25 September	8 a.m. to 6 p.m.
Friday, 26 September	8 a.m. to 6 p.m.
Saturday, 27 September	9 a.m. to 1 p.m.
Sunday, 28 September	Closed
Monday, 29 September	8.30 a.m. to 6 p.m.
Tuesday, 30 September	9 a.m. to 4.30 p.m.
Wednesday, 1 October	9 a.m. to 4.30 p.m.

27. Beginning Thursday, 2 October 2014, all pass and identification operations will return to normal and the hours of operation will be from 9 a.m. to 4.30 p.m.

Dining room, other catering facilities and commercial operations

28. The hours of operation of the various facilities during the sixty-ninth session of the General Assembly will be as follows:

Main Cafeteria (South Annex, 1st floor)

Monday-Friday	8.30 a.m.-4 p.m.

Vending machine station (1st Floor Conference Building; Library Building, 1st basement — Visitor's Centre)

Seven days a week	Available 24 hours

Delegates Dining Room

Monday-Friday	11.30 a.m.-2.30 p.m.

From 2 October, the lunch buffet is open to the public.

Gift Centre (Library Building, 1st basement)

Monday-Friday	9 a.m.-5.30 p.m.

United Nations Postal Administration stamp counter (Library Building, 1st basement)

Monday-Friday	9 a.m.-5.30 p.m.

Bookshop (Library Building, 1st basement)

Monday-Friday	9.30 a.m.-5.30 p.m.